

USERS MANUAL

PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM (PRIMS)



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USER'S MANUAL

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Physical Readiness Information Management System

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SECTION 1

INTRODUCTION

SECTION 1. INTRODUCTION

1.1 PURPOSE AND SCOPE

PRIMS was developed to automate the process of administering and maintaining the Physical Readiness Program IAW OPNAVINST 6110.1F. The purpose of this manual is to provide sufficiently detailed information to enable users to execute three main functions:

1. Collect Physical Readiness data
2. Prepare collected data for submission to NPC
3. Maintain the data collected

This manual describes all menus, screens, and other options necessary for data entry and report generation. Step-by-step instructions for using the system can be found in Sections 3 through 7. **The very first step to take after installation is to enter the Command specific information and the User Administration information from the Utilities menu in Section 4 of this guide.**

Any comments or suggestions for improvement to the PRIMS program or User Guide may be directed to p60fb@persnet.navy.mil. Any constructive input that will enable us to better serve the Fleet is welcome.

1.2 REFERENCES

- (a). OPNAVINST 6110.F

In the next section, Section 2, we will look at a general description of the Physical Readiness Information Management System (PRIMS).

SECTION 2

GENERAL DESCRIPTION OF THE PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM

2.1 OVERVIEW

PRIMS is a menu-driven system. The user will find it easy to go to the Main Menu or return to a previous screen from any PRIMS screen. Figure 3.5 shows the basic menu design of PRIMS. This manual contains illustrations of the many screens in the PRIMS application to help you understand how to use the application. These screens should be considered examples only. Although the screen format should look the same when you use the system, the information content may be different.

2.2 INPUT

Input to PRIMS originates when a member reports onboard. The member's personal data is entered into the system and is updated throughout their tour onboard by the Command Fitness Leader (CFL), and they are given their PRT record on diskette when they transfer.

2.3 OUTPUT

PRIMS generates fitness information which is downloaded by the Command and sent to NPC for processing. Upon receipt of diskettes from the field, PRIMS uploads the records to the primary PRIMS database. A report is generated detailing the status of processing, including any discrepancies and forwarded back to the originating facility. The facility will then correct any discrepant information (with the exception of duplicate entries which need no further action) and return the corrected information to NPC.

2.4 SECURITY

PRIMS relies on user profiles to maintain the security of all data. This means that a user needs a valid user ID and password to gain access to PRIMS. User IDs and passwords may be added, changed or deleted as necessary through the System Administrator(see Section 4).

In the next section, Section 3, we will discuss some things the user will need to know prior to using the Physical Readiness Information Management System (PRIMS).

SECTION 3

WHAT YOU NEED TO KNOW BEFORE YOU USE THE PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM

SECTION 3. WHAT YOU NEED TO KNOW BEFORE USING PRIMS

3.1 INSTALLING the PRIMIS APPLICATION

*** If you received the Version 1.0.1 of 01 May 2000 CD in the mail, but you already installed the application from another source, DO NOT use the CD. Doing so WILL ERASE your files.**

Installation of the PRIMS application is accomplished much like any other Windows based software installation. Click the [Start] button on the Windows Desktop Start Menu and select the [Run] option. Using the [Browse] button, locate the “setup.exe” file for the PRIMIS application. It is on the CD-ROM or floppy disk you received from NPC. If the application was downloaded from the internet, you will have to locate the executable file from the directory into which it was downloaded. Once you find the executable setup file, double click on the filename and the “Run” box will appear. Click [OK] to run setup and finish the installation. The Setup creates a program file on the Start menu.

NOTE: If installing from diskette there will be several floppy diskettes, but all diskettes may not be required. Simply follow the installation instructions. You will be prompted as to which diskettes are needed during the installation process.

3.2 SETTING UP USER IDs AND PASSWORDS

The default USER ID is SUP0000 (zero, zero,zero,zero). The default PASSWORD is 00 (zero,zero). Initially, the System Administrator will log onto PRIMS using the default settings. As soon as is practical they should assign themselves a new USER ID and PASSWORD and delete the default USER ID and PASSWORD settings. The new USER ID should consist of the first 3 letters of your last name plus the last 4 digits of your SSN. The PASSWORD should be letters and numbers only. Subsequent testing to ensure that your new USER ID and PASSWORD are operational should be done **prior to deleting the default settings**. The CD contains a copy of the default user file which may be used to restore the “SUP0000” user account. To accomplish this, copy the files “staff.dbf” and “staff1.idx” from the CD into the HAPR directory on your PC. The user may then access the application using the “SUP0000” userid, 00 password.

3.3 LOGGING ON PRIMS

To log into PRIMS initially, run the application from the Start menu. The PRIMS Login screen will appear(**Fig 3.1**). The default User ID and Password will have to be filled in to successfully login. If not, a message screen will appear prompting you to enter the correct password(**Fig 3.2** and **Fig 3.3**). Once login is complete, a screen containing the Privacy Act Statement appears (**Fig 3.4**). Read and understand this information before clicking OK.

NOTE: It is important to remember that the HAPR application was designed to be used with either mouse or keyboard. Depending on the user’s level of expertise, the keyboard may actually be quicker (or a combination of both), since moving between data input items is normally done in a structured sequence.

PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM (PRIMS)



FIG 3.1 PRIMS LOGIN SCREEN

A screenshot of a Windows-style login window titled "Physical Fitness Assessment Application Login". It contains two input fields: "User ID:" and "Password:". To the right of the "User ID:" field is an "OK" button, and to the right of the "Password:" field is a "Cancel" button. At the bottom of the window, it displays "Login Attempts: 1 of 3".

Physical Fitness Assessment Application Login

User ID:

Password:

OK Cancel

Login Attempts: 1 of 3

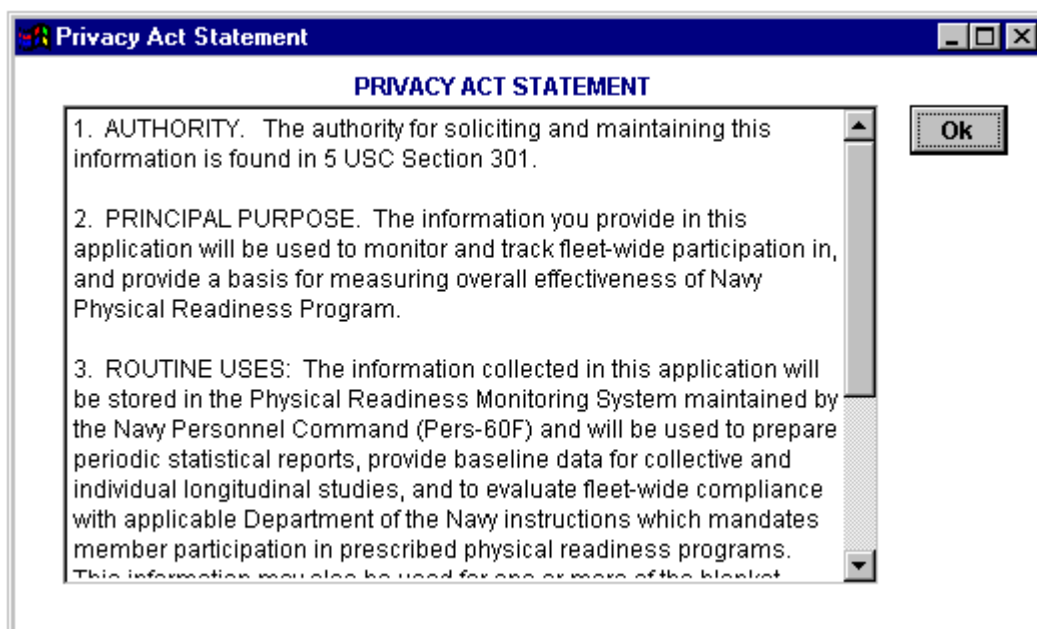
FIG 3.2 LOGIN ERROR



FIGURE 3.3 WRONG PASSWORD



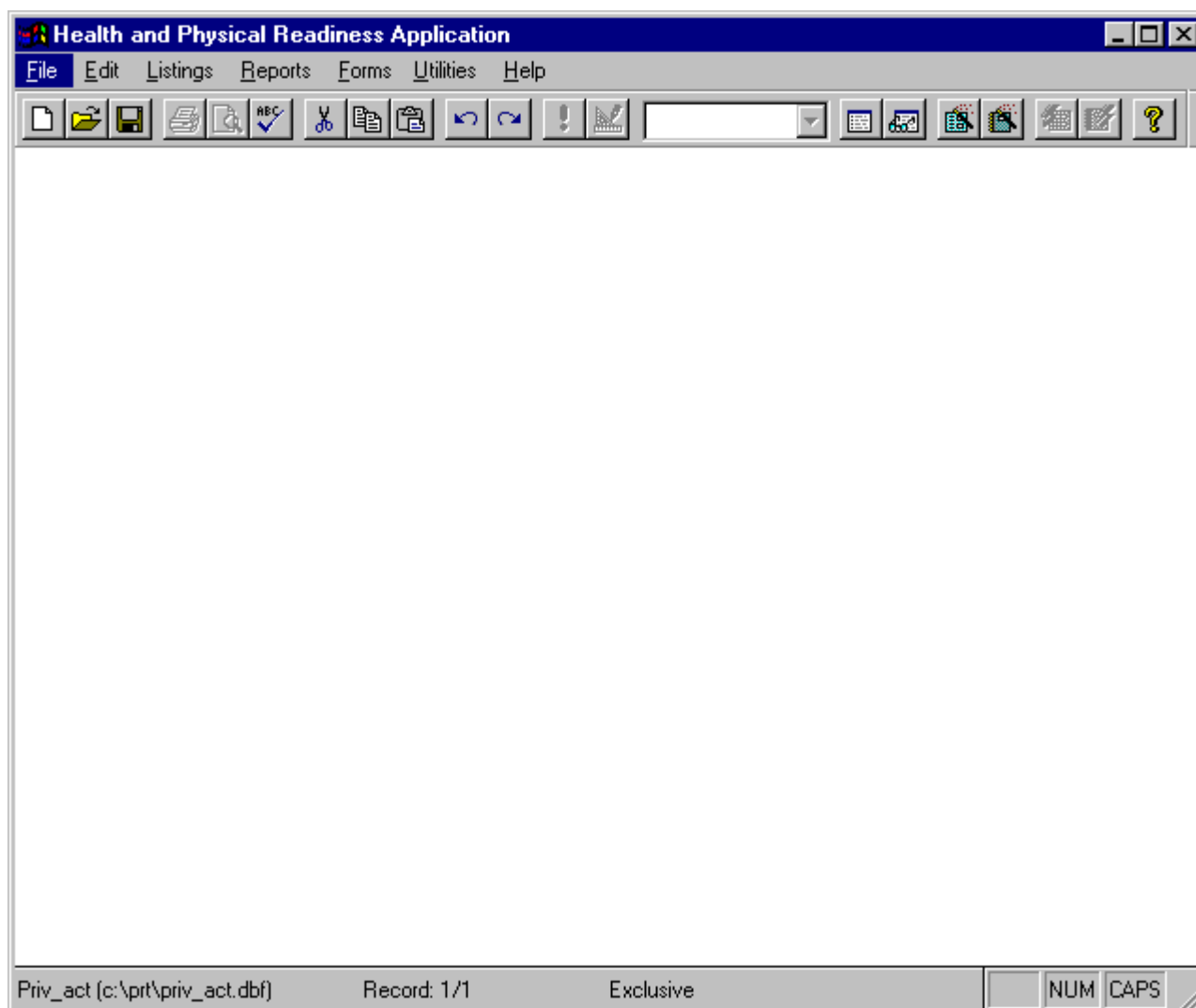
**FIG 3.4
PRIVACY ACT STATEMENT**



3.4 MAIN MENU SCREEN

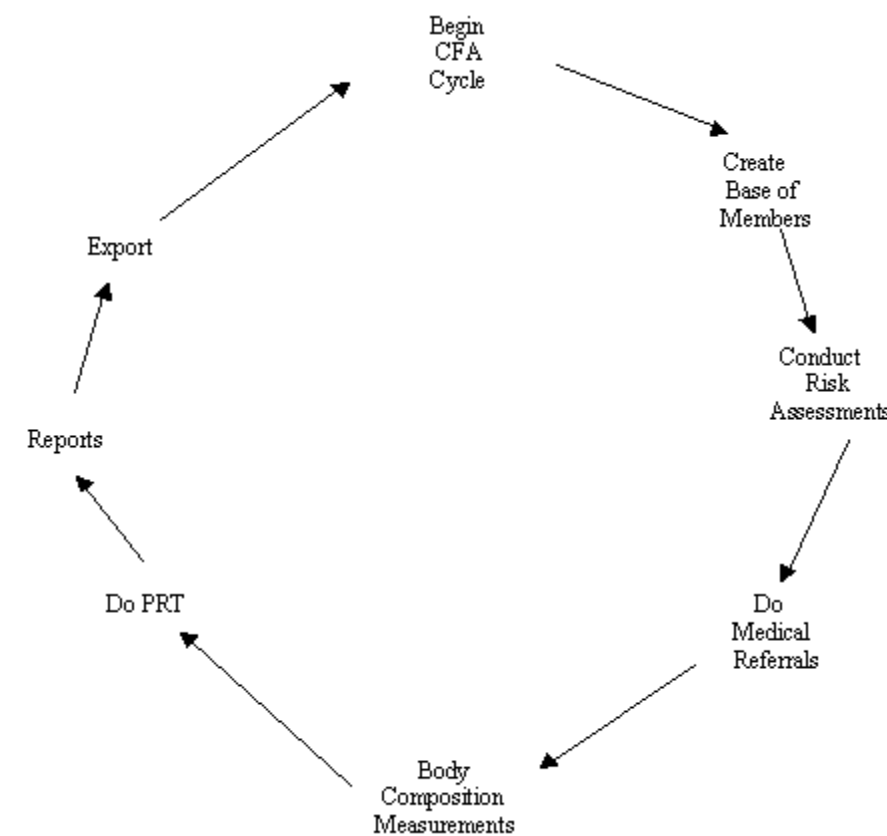
3.4.1 The Main Menu Screen allows entry into any one of the seven areas within PRIMS. After logging on, simply navigate to the necessary data entry screen to browse, edit or delete PRIMS data. When finished working in PRIMS, navigate back to this Main Menu and click **[EXIT]** to terminate the PRIMS application. **On the next page is a broad overview of the complete Command Fitness Assessment (CFA) cycle flow of data, and which menu item to use to complete specific portions of the cycle.**

FIGURE 3.5
PRIMS MAIN MENU



3.5.1 To use the PRIMS application efficiently, it's a good idea to enter the information in a specific order. Below is a list of steps to follow which will assist the CFL in building and using the PRIMS database effectively. After installation of the application, enter the data **from the main menu** in the order specified below:

1. Enter Command Information (**U**tilities/ Command Info/Setup)
2. Enter User Information(**U**tilities/ User Administration)
3. Enter Personnel Data(**E**dit/ Personnel Data)
4. Build List of Members who will participate in the PRT(**U**tilities/ Create CFA Database)



5. Conduct Risk Assessments
(Edit/ Risk Assessment Data) - **for manual completion of Questionnaire.**
(File/ Export/ Risk Assessment Questionnaire) -**Exports to Diskette or Prints Questionnaire**
(File/ Import/ Risk Assessment Questionnaire) -**Imports Diskette Version of Questionnaire from Member into the PRIMS database.**

6. Medical Referrals as necessary(**E**dit/ Medical Referral/Waiver Data)

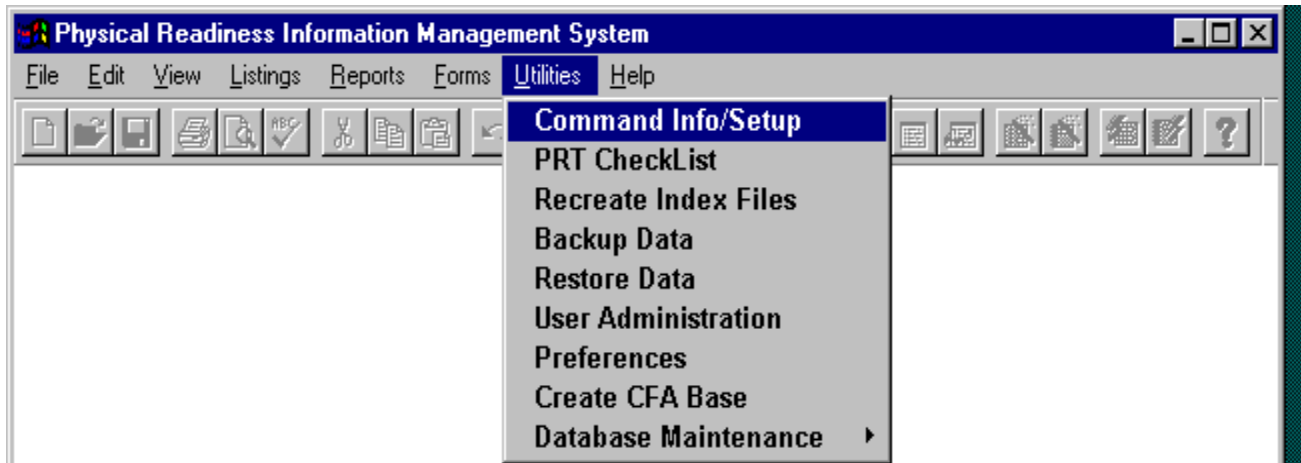
7. Body Composition Measurements(Edit/ **Body Composition**/PRT Data)
8. PRT Test Scores(Edit/ Body Composition/**PRT Data**)
9. Produce Reports/Prescriptions for Improvement(**R**eports/ Member PRT Results)
10. Export(**F**ile/ Export Member Data, PersComm Data, or Risk Assessment Questionnaire)

SECTION 4

ENTERING COMMAND AND USER INFORMATION

4.1 ENTERING COMMAND INFORMATION

To enter information pertinent to your command and UIC, go to the **Utilities** menu after logging in under the default USER ID and PASSWORD. Click on the first option which is the Command Info/Setup option.

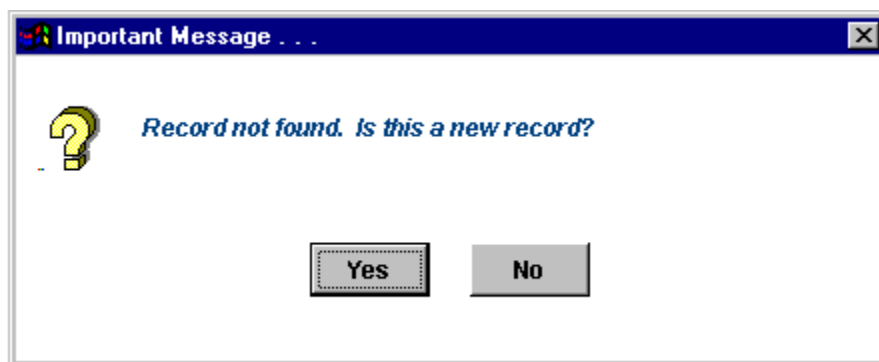


The **Health and Physical Readiness** screen will appear. Enter the UIC, and the **Search** button will activate. Click **Search**.

A screenshot of the 'Health and Physical Readiness Setup' dialog box. It contains several input fields and a set of buttons on the right. The 'UIC' field is filled with '99999'. The other fields are empty. The buttons are Search, Browse, Save, Clear, Delete, and Close. The 'Search' button is highlighted with a dashed border, indicating it is active.

UIC	<input type="text" value="99999"/>	Search
Unit Name (PLAD)	<input type="text"/>	Browse
Type Commander	<input type="text"/>	Save
CO's Name, Rank, Br/Service	<input type="text"/>	Clear
CFL's Name, Rank, Br/Service	<input type="text"/>	Delete
CFL's Phone Number	<input type="text"/>	Close
CFL's Email Address	<input type="text"/>	

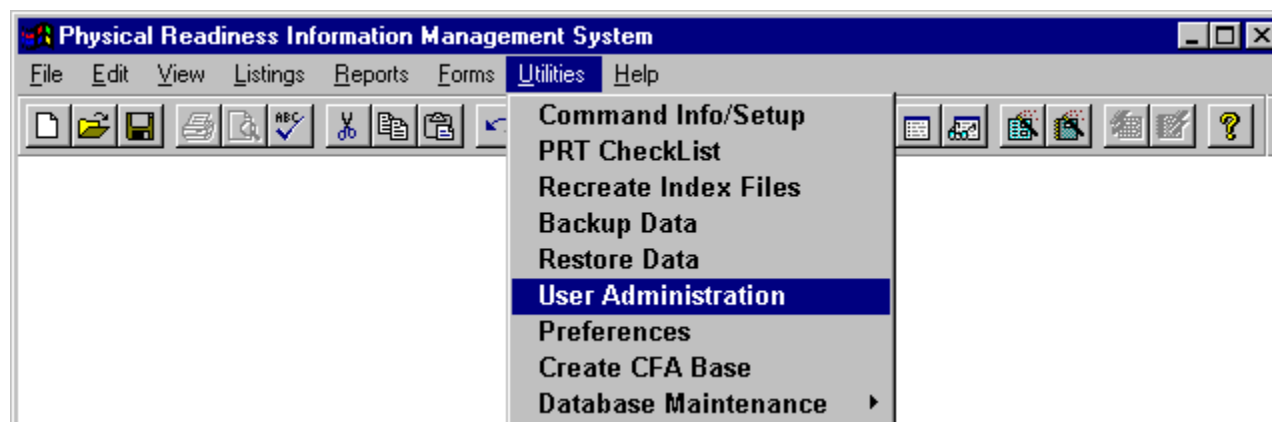
The following screen will appear, indicating that there is no such UIC in the database.



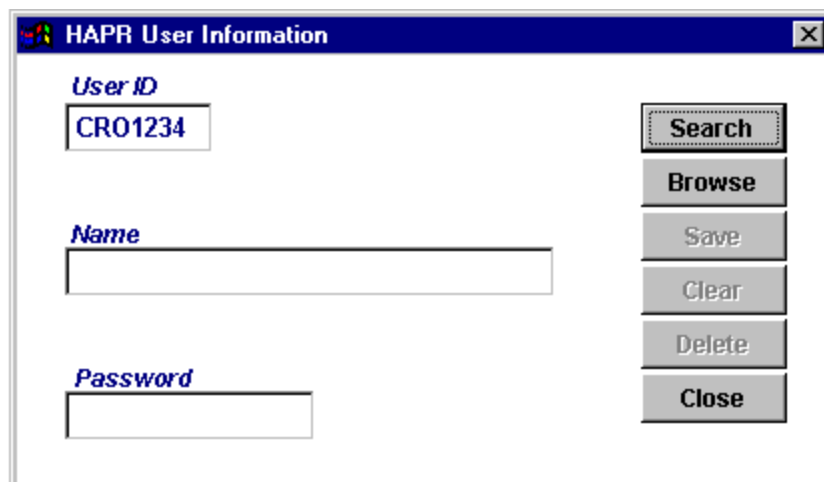
Click **Yes** to add your UIC to the database. The cursor will move down to the Unit Name block first. Complete all applicable information for your command and then click **Save**. You will receive a message indicating that your record was saved.

4.2 ENTERING USER INFORMATION

The next step is to enter the Users who will be using and administering the application for the command. To enter the CFL and any assistants, go to the **Utilities** menu. Click on the User Administration option.

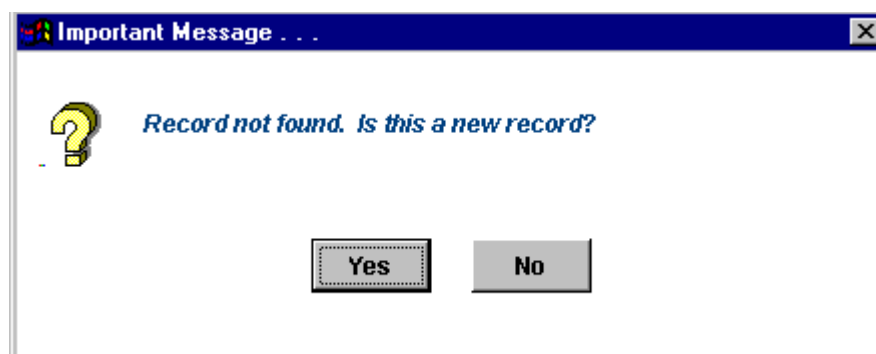


First, enter the first 3 letters of your last name and the last 4 digits of your SSN, and click **Search**.



A Windows-style dialog box titled "HAPR User Information". It contains three input fields: "User ID" with the text "CRO1234", "Name" (empty), and "Password" (empty). To the right of these fields is a vertical stack of buttons: "Search", "Browse", "Save", "Clear", "Delete", and "Close".

The following screen will appear. This is a common screen throughout the application.



A Windows-style dialog box titled "Important Message . . .". It features a yellow question mark icon on the left and the text "Record not found. Is this a new record?" in the center. At the bottom, there are two buttons: "Yes" and "No".

Click **Yes**. Enter the pertinent information for the CFL. Enter Lastname, Firstname, and MI. Enter a Password comprised of letters and numbers which is no longer than 6 characters, and click **Save**. Each subsequent User will have to be entered separately. After a User is added, save that entry and start over until the CFL and all assistants are in the database. **It should be pointed out that there are no security levels built into the application.** For instance, the CFL has no more or no less User rights than their assistants. Anyone having access to the application can add, delete, or modify any User or database file in the system. It's best to delete the default UserID and Password after the CFL's ID and Password have proven to work correctly.

SECTION 5

ENTERING PERSONNEL INFORMATION

5.1 ADDING PERSONNEL RECORDS

The next normal progression in the application after adding the Users, is to add Personnel to the PRIMS database. This is done from the **Edit** menu.

To add a Member to the Personnel file:

Click on the **Edit** menu button from the Main Menu and the drop-down menu will appear. Click **Personnel Data** as indicated below in Figure 5.1, and the Member Data Screen in Figure 5.2 will appear.

FIG 5.1
EDIT PERSONNEL DATA

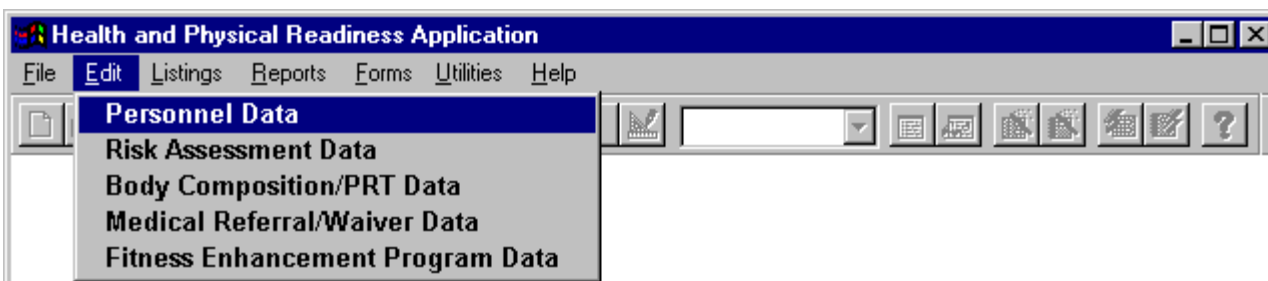
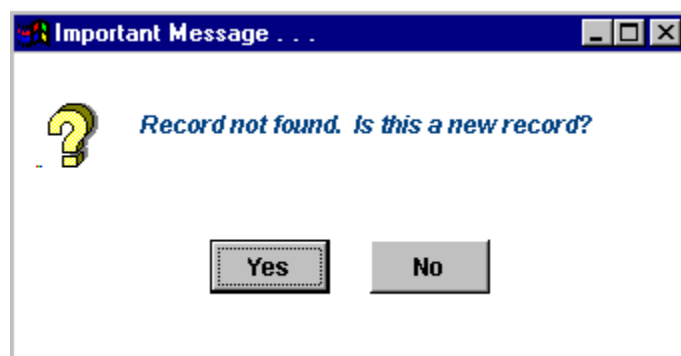


FIG 5.2
MEMBER DATA

A screenshot of the 'PRT Application - Member Data' form. The form contains several input fields and buttons. At the top, there is a 'SSN' field with a red border. Below it are fields for 'Last Name', 'First Name', and 'MI'. Further down are 'Date of Birth' (with a date picker), 'Sex' (with radio buttons for 'Female' and 'Male'), and 'Branch of Service' (with radio buttons for 'USN' and 'USNR'). Below these are 'UIC' (with a dropdown), 'Curr Phys Exam Date' (with a date picker), and 'Phys Exam Exp Date' (with a date picker). At the bottom are 'Rank' (with a dropdown), 'Desig', 'Date Reported' (with a date picker), and 'Date Detached' (with a date picker). On the right side of the form, there is a vertical stack of buttons: 'Search', 'Browse', 'Save', 'Next', 'Previous', 'Clear', 'Delete', and 'Close'.

3. Enter the member's social security number in the SSN field. The **Search** and **Browse** buttons will become available. Click **Search**. The screen below will appear.



4. Click **Yes** to bring up the **Member Data** screen as indicated below. Enter all appropriate member data with the exception of Date Detached (**do not enter PRDs here; it is for PCS Transfers only**). Click **Save** to save the record.

FIG 5.3
MEMBER DATA SCREEN

PRIMS Member Data				
SSN				Search
000-00-0004				Browse
Last Name	First Name	MI	Save	
DEVORE	MICHAEL	D	Save/Clear	
Date of Birth	Sex	Branch of Service	Next	
05/06/1960	<input type="radio"/> Female <input checked="" type="radio"/> Male	<input checked="" type="radio"/> USN <input type="radio"/> USNR	Previous	
UIC	Curr Phys Exam Date	Phys Exam Exp Date	Clear	
00001	05/06/1999	05/04/2004	Delete	
Rank	Desig	Date Reported	Date Detached	Close
E6		01/06/2000	/ /	
Department				
AIR				

5. The following message screen will appear, indicating the new record has been added. Before doing Risk Assessment or Body Composition checks, the CFA Base must be created. This is done through the **Utilities** menu, and will be discussed later.



5.2 EDITING A MEMBER RECORD

To edit a MEMBER record:

1. Use the directions for adding records but with the following exceptions: Do not “Search” the data base. Instead, “Browse” the database using the **Browse** button. A screen similar to the one below will appear.

FIG 5.4
BROWSE SCREEN

The screenshot shows a window titled "Browse Member File" with a table of member records. The table has columns for Name, SSN, Rank, UIC, and Sex. The first five rows contain data for ROBERTS BOB M, PAIGE JENNIFER M, JONES HOWARD T, TUDOR JOHN F, and PACHELBEL JOHANN T. To the right of the table are two buttons: "Edit Highlighted Record" and "Close". A tooltip "Click here to exit" is visible near the "Close" button.

Name	SSN	Rank	UIC	Sex
ROBERTS BOB M	098765432	E4	03359	M
PAIGE JENNIFER M	123456789	E6	03359	F
JONES HOWARD T	234567890	O3	03359	M
TUDOR JOHN F	345678901	E5	03359	M
PACHELBEL JOHANN T	678901234	O2	03359	M

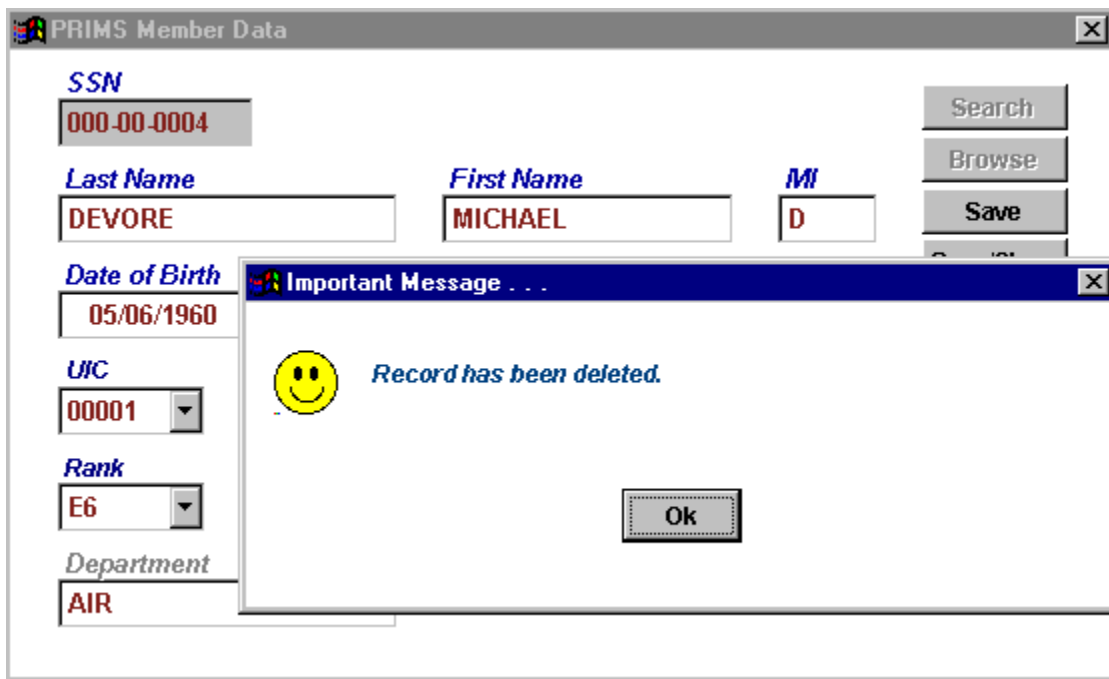
2. Place your cursor on the record you wish to edit and click to highlight it. Next, click the **Edit Highlighted Record** button and the **Member Data Screen** will appear. Make the necessary changes to the record and click **Save** to update the record. When the “Work has been saved” message appears, click **OK** to return to the **Member Data Screen**. To browse for another record, click **Clear** and then browse the database again. To return to the Main Menu, click **Close**.

5.3 DELETING A MEMBER RECORD

To delete a Member record:

1. Click on the **Edit** menu button from the Main Menu and the drop-down menu will appear. Click **Personnel Data**. Click **Browse**, place the cursor on the record you wish to delete and select it. Click the **Edit Highlighted Record** button and the **Member Data Screen** will appear displaying the record you wish to delete. Click **Delete**. You will be asked if you are sure you want to delete the record.

2. If you do wish to delete the record, click **Yes** as indicated below and the record will be deleted from the member database.



3. Click **Close** to return to the Main Menu.

4. The **Next** and **Previous** buttons simply navigate to the next or previous record in the database.

5.4 ADDING or EDITING RISK ASSESSMENT RECORDS

Editing Risk Assessment Data consists of either ADDING new records, REVIEWING existing records, or EDITING existing records that *are already in the CFA database*. The CFA database consists of personnel who are scheduled to PRT for the selected PRT Cycle. This database is built following the directions in Section 9., "Creating CFA Database," and must be done prior to attempting to complete Risk Assessment Questionnaires on those persons.

To complete a Risk Assessment Questionnaire:

1. Click on the **Edit** menu button from the Main Menu and the drop-down menu will appear. Click **Risk Assessment Data**, and a default Member's Risk Assessment Questionnaire will appear as indicated in Figure 5.5.

FIG 5.5
RISK ASSESSMENT QUESTIONNAIRE

Member's Risk Assessment Questionnaire		
Member's SSN --	PRT Cycle ▼	Member's Name
<div> <div>Coronary Artery Disease Risk Factors</div> <div>Signs and Symptoms</div> </div>		<div>Search</div> <div>Browse Risk Assmt File</div> <div>Browse PRT File</div> <div>Save</div> <div>Clear</div> <div>Delete</div> <div>Next</div> <div>Previous</div> <div>Print</div> <div>Print SF600 Form</div> <div>Print SF600 For Smoking Cessation</div> <div>Close</div>
<div>Are you a male > 40 years old; female > 50 and do not participate in a consistent aerobic exercise activity 3-5 times weekly?</div> <div><input type="radio"/> Yes <input checked="" type="radio"/> No</div>		
<div>Has your mother or sister died without any explanation (sudden death) or suffered from a heart attack before the age of 55?</div> <div><input type="radio"/> Yes <input checked="" type="radio"/> No</div>		
<div>Has your father or brother died without any explanation (sudden death) or suffered from a heart attack before the age of 45?</div> <div><input type="radio"/> Yes <input checked="" type="radio"/> No</div>		
<div>Are you a current tobacco user?</div> <div><input type="radio"/> Yes <input checked="" type="radio"/> No</div>		
<div>Do you have high blood pressure or are you on blood pressure medication?</div> <div><input type="radio"/> Yes <input checked="" type="radio"/> No</div>		
<div>Has a doctor ever told you that you have high cholesterol or are you on cholesterol medication?</div> <div><input type="radio"/> Yes <input checked="" type="radio"/> No</div>		
<div>Do you have diabetes?</div> <div><input type="radio"/> Yes <input checked="" type="radio"/> No</div>		
<div>Are you sedentary (don't exercise at least 3-5 times per week for at least 30 minutes)?</div> <div><input type="radio"/> Yes <input checked="" type="radio"/> No</div>		
Date Questionnaire Completed	/ /	<input type="checkbox"/> Member Cleared to Participate in PRT

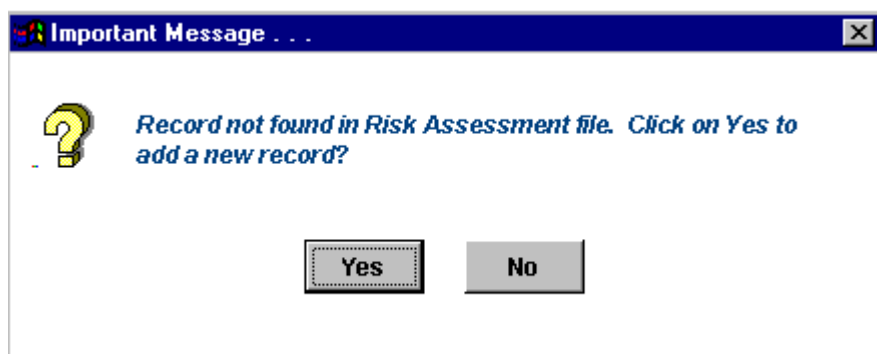
2. Click **Browse PRT File**. (Do not try to browse the Risk Assessment File initially, because there has been no Risk Assessment Questionnaire done on the member yet for this cycle.) When browsing the PRT file, the application opens the PRT Test File for viewing. Find the member's name for the appropriate PRT cycle in the dialog box similar to the one below. Note that more than one Cycle may be listed. Ensure you select the cycle with which you are working.

Browse PRT Test File					
Mbr Name	Ssn	Sex	CFA Cycle		
ABBOT CHARLES A	000000001	M	Fall 2000		
ABBOT CHARLES A	000000001	M	Spring 2000		
BOYLE CHARLIE B	000000002	M	Fall 2000		
BOYLE CHARLIE B	000000002	M	Spring 2000		
CARTER VINCENT M	000000003	M	Spring 2000		
DEVORE MICHAEL D	000000004	M	Fall 2000		
DEVORE MICHAEL D	000000004	M	Spring 2000		
ESTES JAMES E	000000005	M	Fall 2000		


Retrieve Highlighted Record

Close

(If the CFA Base for this cycle was not created after the member was added to the member database initially, the member's name will be missing from the dialog box). Click on the member's name to highlight their record, and then click on the **Edit Highlighted Record** button. A Risk Assessment Form will appear with all responses defaulted to "No". The member's SSN, PRT cycle, and name will appear at the top of the screen. Click the **Search** button, and the application will search for a completed Risk Assessment Form on that member. If the member is in the CFA Base, but no Risk Assessment Questionnaire has been filled out for this cycle, the following screen will appear:



Important Message . . .

 *Record not found in Risk Assessment file. Click on Yes to add a new record?*

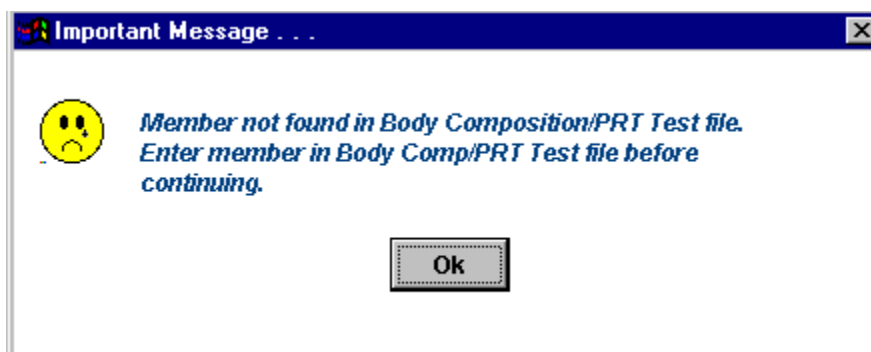
Click **Yes** to fill out the Risk Assessment Questionnaire for this cycle. The date will auto complete, but you must check the **Member Cleared to Participate** block if they have no **Yes** answers. When finished, click **Save**. If they answer **Yes**, print the SF600 Form after saving the record. This accompanies the member to Medical Department.

Member's Risk Assessment Questionnaire			
Member's SSN	PRT Cycle	Member's Name	
000-00-0002	FALL 2000	BOYLE CHARLIE B	<input type="button" value="Search"/>
			<input type="button" value="Browse Risk Assmt File"/>
			<input type="button" value="Browse PRT File"/>
			<input type="button" value="Save"/>
			<input type="button" value="Clear"/>
			<input type="button" value="Delete"/>
			<input type="button" value="Next"/>
			<input type="button" value="Previous"/>
			<input type="button" value="Print"/>
			<input type="button" value="Print SF600 Form"/>
			<input type="button" value="Print SF600 For Smoking Cessation"/>
			<input type="button" value="Close"/>

Coronary Artery Disease Risk Factors	Signs and Symptoms
Are you a male > 40 years old; female > 50 and do not participate in a consistent aerobic exercise activity 3-5 times weekly?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Has your mother or sister died without any explanation (sudden death) or suffered from a heart attack before the age of 55?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Has your father or brother died without any explanation (sudden death) or suffered from a heart attack before the age of 45?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you a current tobacco user?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you have high blood pressure or are you on blood pressure medication?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Has a doctor ever told you that you have high cholesterol or are you on cholesterol medication?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you have diabetes?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you sedentary (don't exercise at least 3-5 times per week for at least 30 minutes)?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Date Questionnaire Completed	08/17/2000	<input checked="" type="checkbox"/> Member Cleared to Participate in PRT
-------------------------------------	------------	---

If the member is not in the CFA Base, then their name is not in the PRT Test file, and this screen will appear. If this screen appears, go back and **Create CFA Base** from the **Utilities** menu for this cycle prior to continuing with Risk Assessment or Body Composition/PRT information.



5.5 EDITING BODY COMPOSITION/PRT TEST DATA

To edit Body Composition data:

1. Click on the **Edit** menu button from the Main Menu and the drop-down menu will appear. Click **Body Composition/PRT Data**, a blank Body Composition/PRT Data screen will appear. Click on the **Browse PRT File** button, and the **Browse PRT Test File** screen in **Fig 5.10** on the next page will appear.

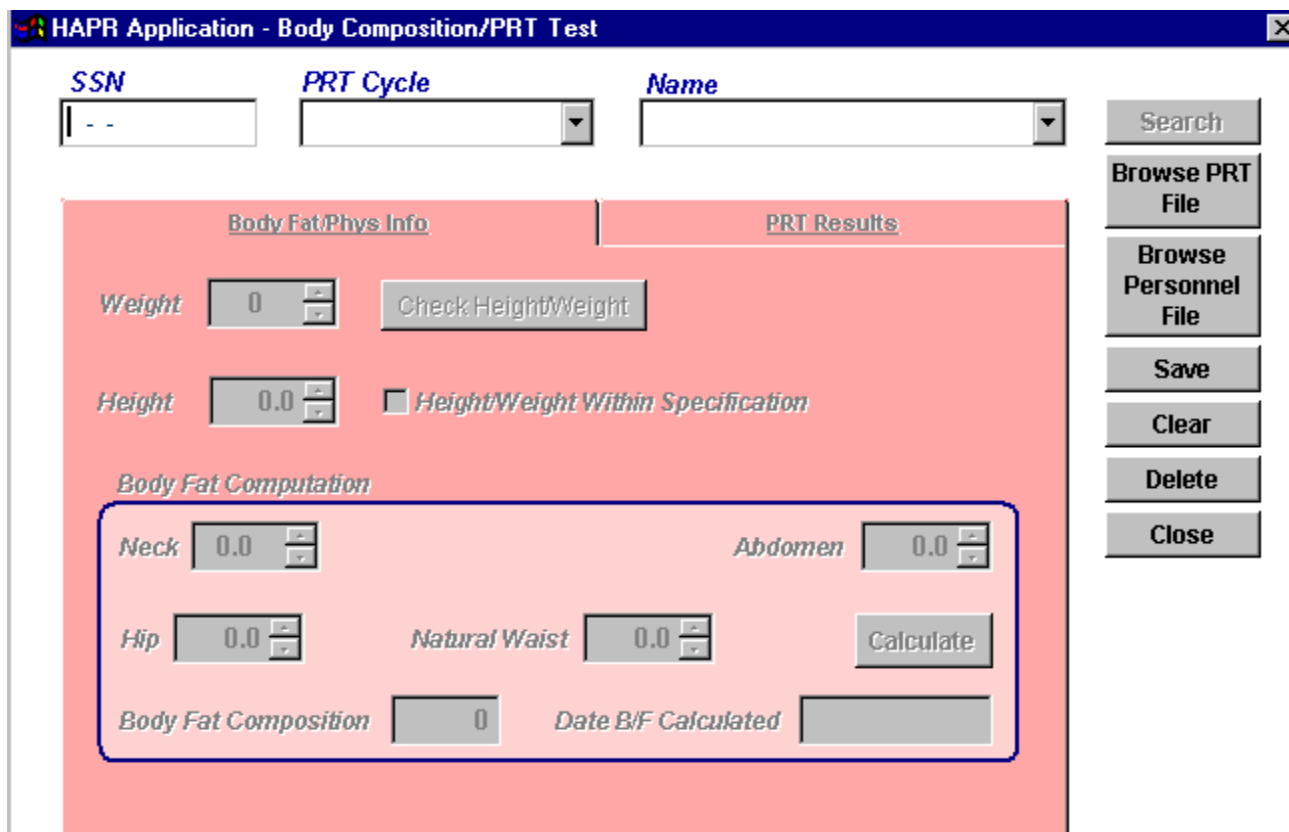
The screenshot shows the "HAPR Application - Body Composition/PRT Test" window. At the top, there are input fields for "SSN" (containing "--"), "PRT Cycle" (a dropdown menu), and "Name" (a dropdown menu). To the right of these fields is a "Search" button. Below the input fields is a large pink area containing two tabs: "Body Fat/Phys Info" (selected) and "PRT Results". Under the "Body Fat/Phys Info" tab, there are input fields for "Weight" (0) and "Height" (0.0), each with a small up/down arrow. A "Check HeightWeight" button is next to the weight field. Below these is a checkbox labeled "Height/Weight Within Specification". A section titled "Body Fat Computation" is enclosed in a blue border and contains input fields for "Neck" (0.0), "Abdomen" (0.0), "Hip" (0.0), and "Natural Waist" (0.0), each with an up/down arrow. A "Calculate" button is to the right of the "Natural Waist" field. At the bottom of this section are fields for "Body Fat Composition" (0) and "Date B/F Calculated". To the right of the pink area is a vertical stack of buttons: "Browse PRT File", "Browse Personnel File", "Save", "Clear", "Delete", and "Close".

FIG 5.10
BROWSE PRT TEST FILE

SSN	Name	PRT Cycle	PRT Test
123456789	ROBERTS SAMUEL B	Spring 2000	/ /
345678901	SEAMAN ABLE B	Spring 2000	/ /
813447040	SMITH ANDRE W	Spring 2000	/ /
423897078	SMITH TOM T	Spring 2000	/ /
234567890	TOLAN AUDREY C	Spring 2000	/ /

Retrieve Highlighted Record

Close

2. Click on the SSN of the member and then click the **Edit Highlighted Record** button to get to the following screen:

FIG 5.11
BODY COMPOSITION DATA SCREEN

PRIMS Application - Body Composition/PRT Test

SSN: 000-00-0002 PRT Cycle: Fall 2000 Name: RHODES ROGER T

Body Composition **PRT Results**

Weight: 0 Height: 0.0 **Check Height/Weight**

Date Hgt/Wgt/B/C Calculated: / / **Body Composition Results**

Body Composition Computation

Neck: 0.0 Abdomen: 0.0 Hip: 0.0 Natural Waist: 0.0 **Calculate**

% Fat Estimation: 0 Click to calculate the member's body composition value.

Search
Browse PRT File
Browse Personnel File
Save
Clear
Delete
Next
Previous
Close

3. Enter the member's weight and height and then click the "Check Height/Weight" button and the program will indicate if the person is within standards. If the person requires further measurement, fill in the appropriate information, then click **Calculate** to calculate %Bodyfat. If the application "**Will not calculate bodyfat based on the values entered,**" it will be necessary to go to the Utilities menu and ReCreate Index Files before attempting to re-calculate. **IMPORTANT NOTE:** At this point, if the member fails Height/Weight, but passes the bodyfat test, you must click "Save" to prevent the member's test scores from computing as a FAILURE. If you do not, their record will reflect a **Failed PRT.**

4. After the PRT is completed, you may return to this screen and click on the **PRT Results** tab, and enter the results of that member's PRT. Once that information has been entered, you may calculate their performance category by clicking on the **Calculate** button. You can then save it to HAPRIMS by clicking the **Save** button. The Overall Score will only be as high as the lowest score attained on the individual exercises as per the Instruction.

5. The **Browse** buttons enable the CFL to review or edit the personnel and PRT files.

5.6 ADDING or EDITING MEDICAL REFERRAL/WAIVER DATA

Occasionally it is necessary to refer the member to Medical Department for evaluation. This portion of the application provides for recording of the member's medical status once they return from Medical Department with their SF600 Form in hand. Notice in the bottom half of **FIG 5.12** that the individual exercises are listed. This is so a person may be waived from only part of the PRT, yet still participate in some events.

To Add a Medical Referral or Waiver, click on the **Edit** button from the Main Menu and the drop-down menu will appear. Click **Medical Referral/Waiver Data**, and a blank Medical Referral screen will appear. Enter the SSN and Date of Waiver. Click **Search**. The following screen will appear, indicating that there is no record. Click **Yes** to make the Edit screen available for entering information. Two sections are included which will allow the CFL to enter Medical Recommendations or Waive the member from part or all of the PRT. When the appropriate information has been entered, click **Save** to save the record.

Edit Medical Referral

SSN: 000-00-0001 Date of Waiver: 03/04/2000 Name: [] Search

Medical Recommendation

☐ Clear ☐ Referr ☐ Provid ☐ Recon

Important Message . . .

? Record not found. Is this a new record?

Yes No

Waivers

Based on checked

☐ PRT S ☐ PRT C ☐ PRT Pushups ☐ Body Composition Measurements ☐ Fitness Enhancement Program

Search Browse Referral File Browse Personnel File Save Clear Delete Close

To Edit an existing Medical Referral or Waiver, click **Browse Personnel File** for the member record you wish to add or edit. Click on the member's name and then click **Retrieve Highlighted Record**. The record will open so that it may be updated with any pertinent data from the SF600. When finished, click **Save** to save the record.

The screenshot shows a window titled "Browse Member File" with a table of member records. The table has columns for Name, SSN, UIC, Sex, and Date. The first four rows contain data for DILL NELSON R, MCCALL LUSTER M, RHODES ROGER T, and ROBINSON JULIA L. To the right of the table are two buttons: "Retrieve Highlighted Record" and "Close".

Name	SSN	UIC	Sex	Date
DILL NELSON R	000000001	03359	M	01/
MCCALL LUSTER M	000000003	03359	M	03/
RHODES ROGER T	000000002	03359	M	02/
ROBINSON JULIA L	000000004	03359	F	04/

5.7 ADDING a member to the Fitness Enhancement Program or EDITING an existing FEP record.

It is necessary for the CFL to maintain files on those members enrolled in the Fitness Enhancement Program.

To ADD a member to the FEP:

Click on the **Edit** button from the Main Menu and the drop-down menu will appear. Click **Fitness Enhancement Program Data**, as highlighted below, and the FEP screen will appear.

The screenshot shows the "Physical Readiness Information Management System" window. The "Edit" menu is open, showing a list of options: "Personnel Data", "Risk Assessment Data", "Body Composition/PRT Data", "Medical Referral/Waiver Data", and "Fitness Enhancement Program Data". The "Fitness Enhancement Program Data" option is highlighted in blue. The main window has a menu bar with "File", "Edit", "View", "Listings", "Reports", "Forms", "Utilities", and "Help".

Browse Personnel File to bring up the personnel list.

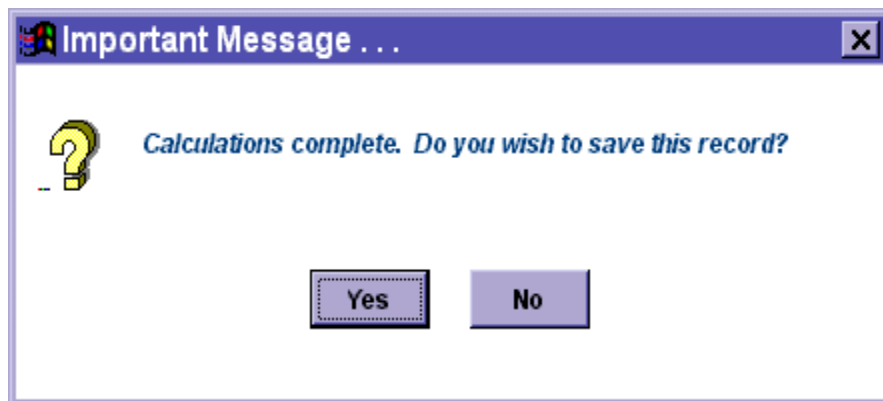
The 'Browse Member File' window displays a table with the following columns: Name, SSN, UIC, Sex, and Date of Birth. The first four rows contain member data, with the second row highlighted. To the right of the table are two buttons: 'Retrieve Highlighted Record' and 'Close'.

Name	SSN	UIC	Sex	Date of Birth
DILL NELSON R	000000001	03359	M	01/01/1960
RHODES ROGER T	000000002	03359	M	02/03/1955
MCCALL LUSTER M	000000003	03359	M	03/04/1966
ROBINSON JULIA L	000000004	03359	F	04/05/1977

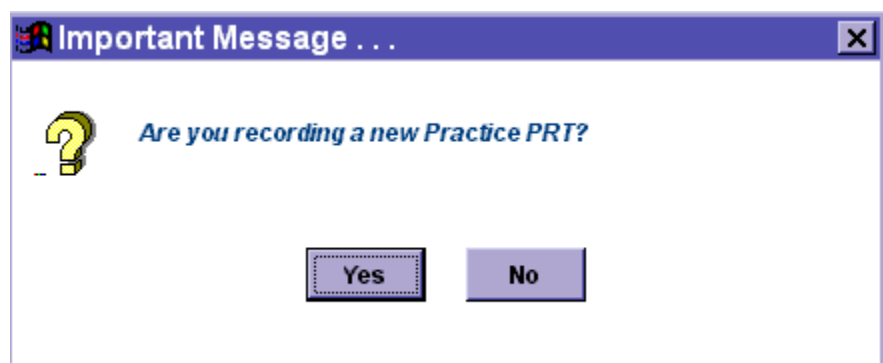
Click on the desired Member name and **Retrieve Highlighted Record**. The following screen will appear. Enter the Date Placed in FEP and click **Search**. If the member is in the FEP file, the record will appear. If not, the screen will indicate that the member was not found in the FEP file and ask if this is a new record. Click **Yes**.

The 'Fitness Enhancement Program Data' window contains input fields for SSN (000-00-0002), Name (RHODES ROGER T), Date Placed in FEP (08/04/2000), and Date Removed from FEP (//). A vertical toolbar on the right includes buttons for Search, Browse FEP File, Browse Personnel File, Save, Clear, Delete, and Close. An 'Important Message' dialog box is overlaid, displaying a question mark icon and the text 'Record not found. Is this a new record?' with 'Yes' and 'No' response buttons.

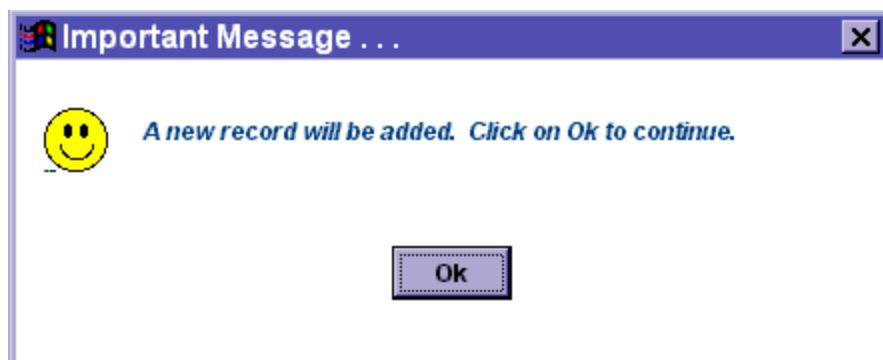
You must enter the Height and Weight then click **Calculate** to see if member is within the limits. If the member is within Height/Weight limits, the application will indicate **Height/Weight within Specifications**. If the member is not within limits, the CFL will be required to enter body measurements and then click **Compute** to compute %BodyFat. If it will not compute, ReCreate your Index Files, and recompute. When finished, click **Save** to save the record. Practice PRT results may be tracked using the Practice PRT Results data screen. Enter the pertinent numbers for each exercise and the click **Calculate Performance Category** to grade the results. The following screen will appear.



Click **Yes**. The next screen will appear.



If so, click **Yes**, and the next screen will appear. Click **OK**. Click the **Save** button to save the record.

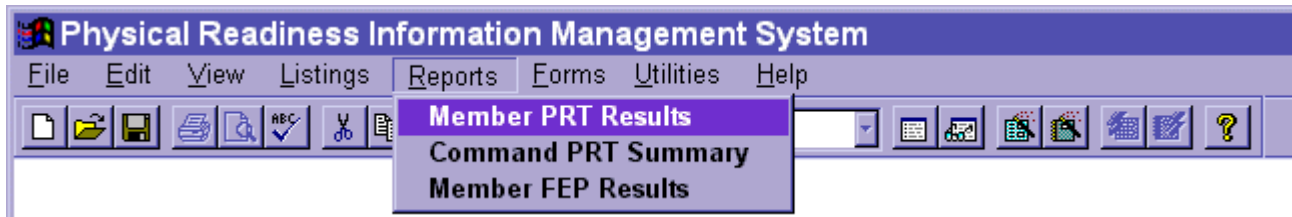


SECTION 6

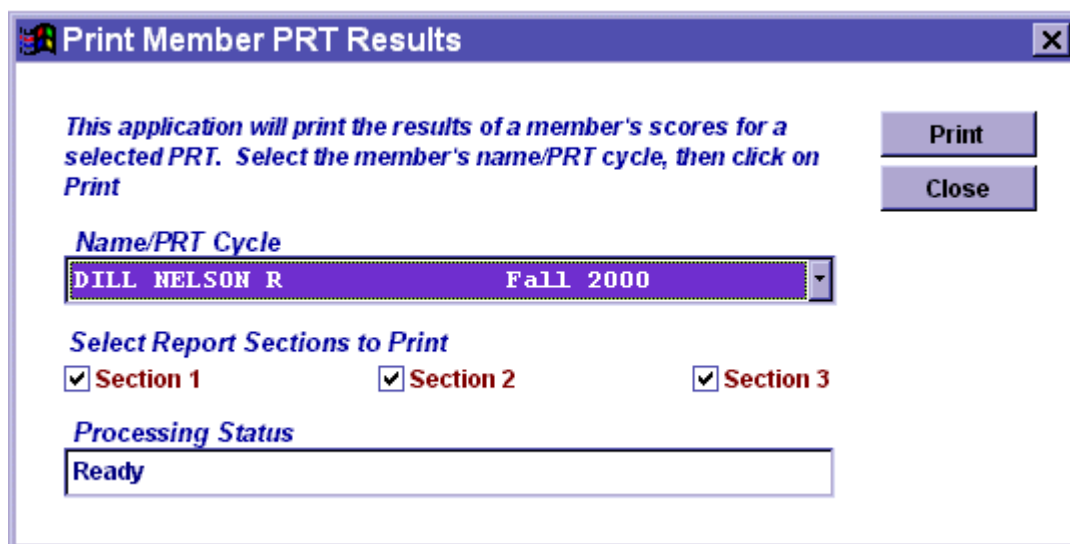
GENERATING REPORTS

6.1 PRINTING MEMBER PRT RESULTS

To print a report for the member click on **Reports** from the Main Menu, then click on **Member PRT Results**.

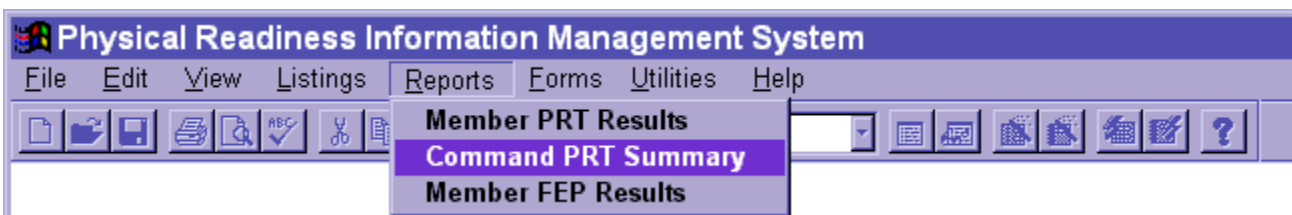


A screen will appear which will allow the CFL to generate a printout of a member's scores for a selected PRT cycle. When the **Print Member PRT Results** dialog box opens up, simply click print to generate a 3 section report. Sections may be deselected if desired.

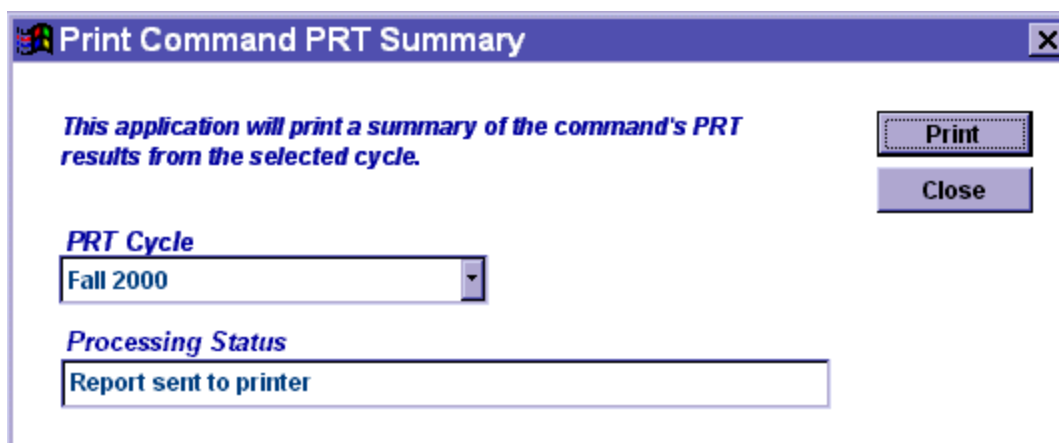


6.2 PRINTING THE COMMAND PRT SUMMARY

To print the **Command PRT Summary** for a specific PRT cycle, click **Reports** on the Main Menu. The following screen will appear.

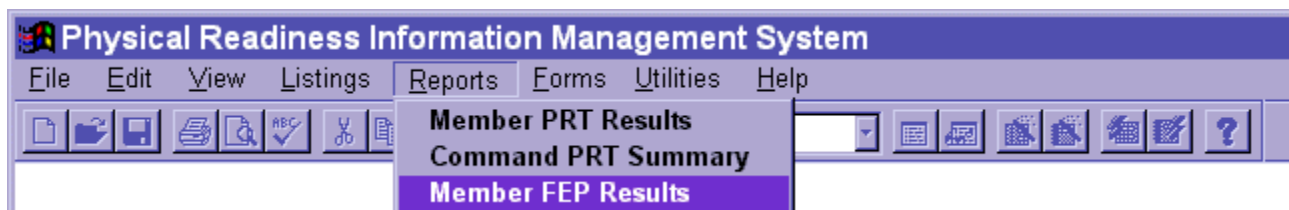


Click **Command PRT Summary**, and the following screen will appear. Select the cycle you wish to print from the drop-down menu and click **Print**.

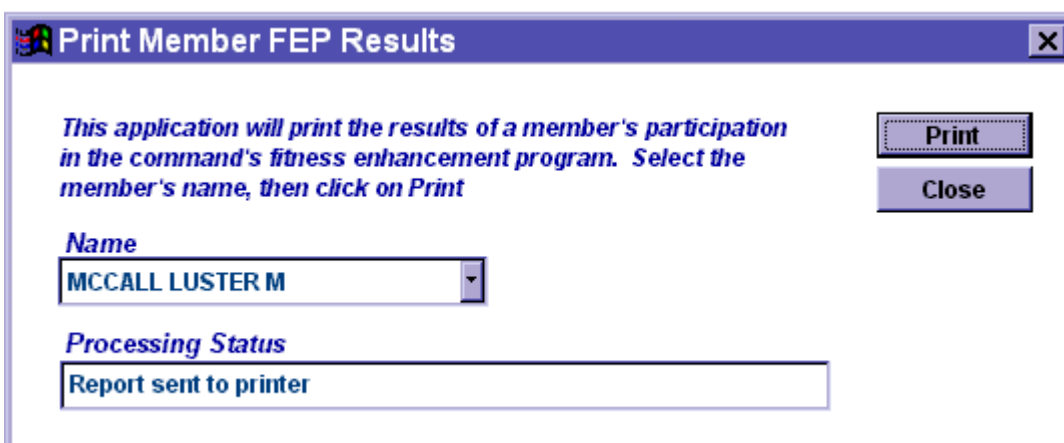


6.3 PRINTING FEP RESULTS FOR THE MEMBER

From the **Reports** menu, click **Member FEP Results**.



Once the Print dialog box opens, select the member name from the drop-down list and click **Print**. Processing status should indicate that the report was sent to the printer, as in the example below.



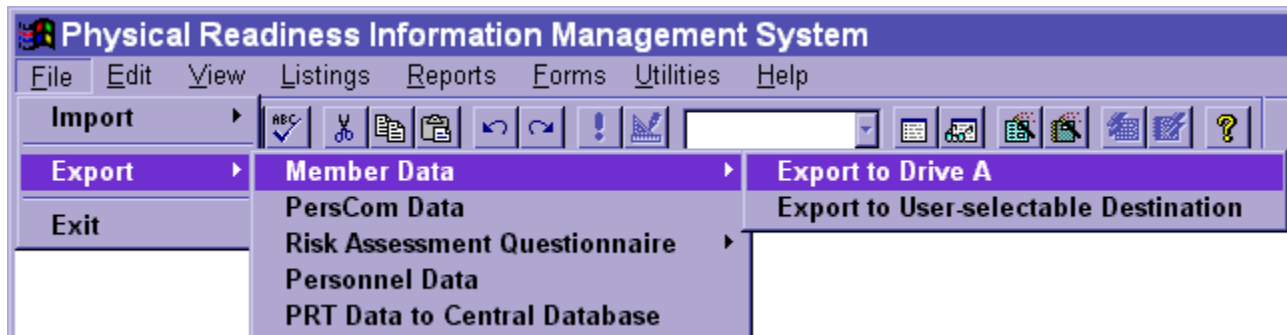
SECTION 7

EXPORTING DATA

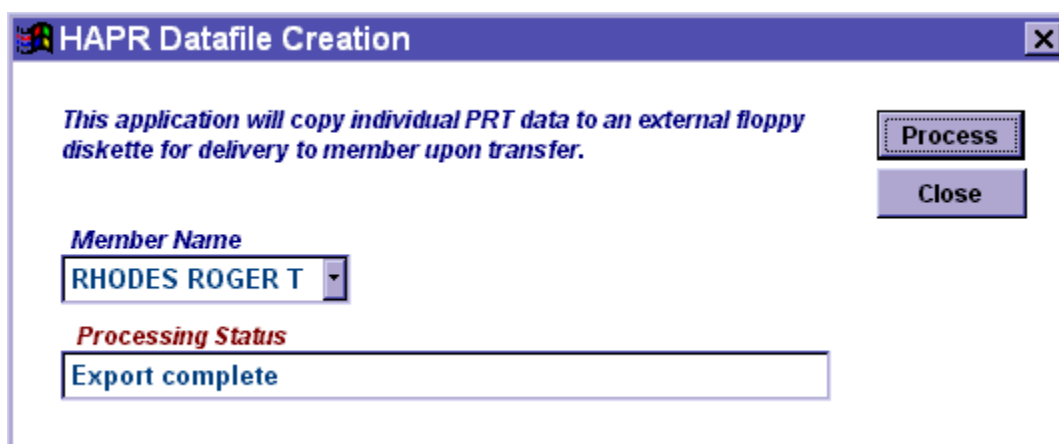
There are 5 separate options from which to Export Data.

7.1 EXPORTING MEMBER DATA

Exporting **Member Data** allows for the member's file to be sent to a floppy diskette for PCS Transfer or, in the case where there is no floppy drive installed, to another destination selectable by the User such as a ZipDrive. Simply click on **File/Export/Member Data/Export to Drive A (or Export to User-selectable Destination)**.



Next, click **Process**, and the Processing Status box will indicate when the record has finished exporting, as indicated below.



7.2 EXPORTING PERSCOM DATA

A PersCom Export must be done for each PRT Cycle so that NPC can maintain an accurate PRT Database for the entire Navy. To Export PERSCOM DATA, click on **File/Export/PersCom Data**. Select the PRT Cycle from the drop-down list, the UIC, and the destination for the data, such as the A:\Drive. Click **Process**. After all files have been exported, the next screen will give you the option to view the exported data files. Exported files consist of the PRT Test File, Medical Referral File, Risk Factor Questionnaire File, and the Fitness Enhancement Program File.



When the export is complete, the Message Screen below will appear indicating so.

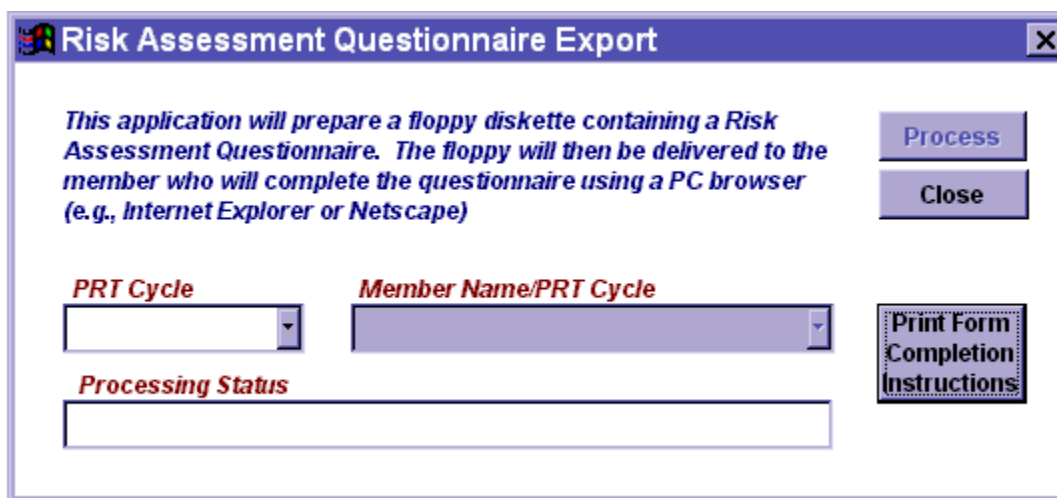


7.3 EXPORTING THE RISK ASSESSMENT QUESTIONNAIRE

Three options for Risk Assessment Questionnaire export are available.

The first option allows for use of a web browser to complete the form. The form is downloaded to diskette in HTML format. The member completes the form and saves it as a .txt file, and returns the diskette to the CFL for Importing back into the application. Complete instructions are available through a button in the dialog box on the next page.

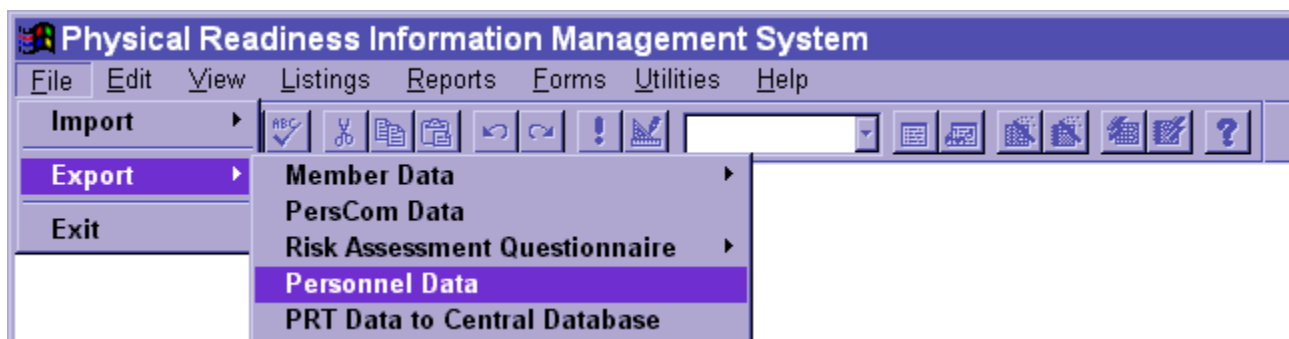
The PRT Cycle and Member Name must be selected from the drop-down list inside the dialog box. Once selected, click on **Process** to export the html file to floppy. Also, be sure to **Print Form Completion Instructions** prior to attempting to complete the form using a browser.



The second and third options for exporting a Risk Factor Assessment Questionnaire allow for printing the Questionnaire for the whole command, or a single member, so that it may be signed after the member completes it. This is required by the instruction.

7.4 EXPORTING PERSONNEL DATA

The fourth option allows for exporting Personnel data (**only**) from a Satellite office so it may be sent to a central point such as the CFL's masterfile for further processing. Click **File/Export/Personnel Data**.



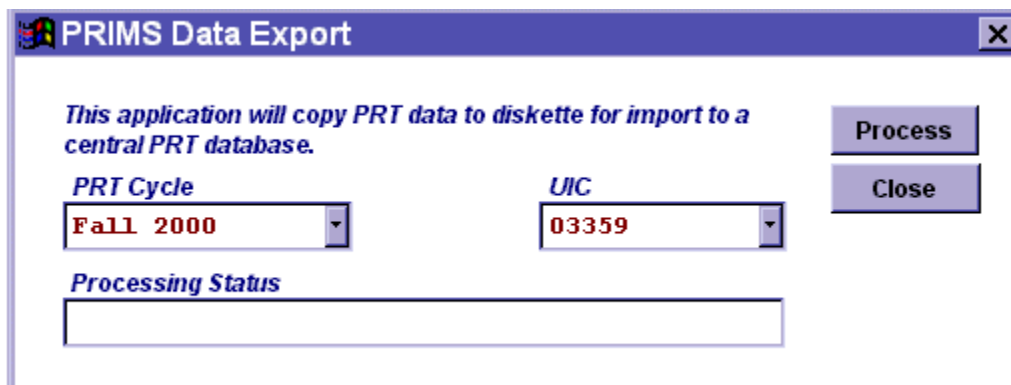
The following screen will appear.



Click to either include or exclude records of those members who have been detached. Click **Select Destination** to direct the export to a specified location, and click **Start**. When processing is complete, it will be so indicated by the bar graph in the dialog box.

7.5 EXPORT PRT DATA TO CENTRAL DATABASE

Often the CFL has multiple Assistants who have the application loaded on their computers also. They administer the PRT program for those under their purview. They collect data just as the CFL does, and they export that data to diskette for delivery to the CFL, where he will **Import** the data to his central database for ultimate delivery to Navy Personnel Command in Millington, Tn. The Assistant exports the file by UIC and PRT Cycle by simply using the drop-down lists and then clicking on the **Process** button. The bar graph indicates completion when finished with the export. As with the PersCom Data export, you are given the option here as well to view exported data. The files exported consist of the Command file, Member Data file, PRT Data file, Risk Assessment Data file, Medical Referral Data file, and the FEP Data file.



The **Import** functions complement the **Export** functions.

HELPFUL NOTES

Points of Contact:

PRIMS Helpdesk: DSN 882-2229/COMM 901-874-2229

PRIMS email: prims@persnet.navy.mil (**please include your phone number in your email**)

Website: www.haprimis.persnet.navy.mil

Available Help Online:

Userguide, PowerPoint Presentation, Readme file, and FAQ page are located on the website.

Common Problems:

Problem: My people do not show up in various places throughout the application.

Fix: Do not use the “Date Detached” block for PRDs. That block is for Transfers only.

Problem: Cannot calculate %BodyFat based on the values entered.

Fix: Files are corrupt. Go to Utilities and ReCreate Index Files

Problem: When importing the Risk Factor Questionnaire, it says the file is corrupt.

Fix: Download the latest version from www.haprimis.persnet.navy.mil and **read the directions**.

Problem: I received the CD Rom and loaded it. Now all of my data is lost.

Fix: Always check version numbers prior to installing software. The web version is always the latest version. **Do not use the CD** to install **over a later version** already on your computer.

Problem: I inadvertently entered one of my people as a female and now nothing computes correctly even though I went back and changed the entry to male.

Fix: The only thing that can be done when this happens is to totally delete that member’s files and re-enter them as a male.

One final thought,

Please feel free to email suggestions, and to call with any problems you are having. Email is easy, but it does not replace the voice that can give me clues to the problems as we both work the application together. Oftentimes I find that the User does not have the latest version and I walk them through the download and installation. Most of the time the problems are solved on the spot with a phonecall. Thank you for your inputs; we take them seriously.

Very Respectfully,
ETC(SW/AW) Jones
PRIMS Helpdesk